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Tender

Provision of Custom Exhibition Stands

Cardiff Metropolitan University

F02: Contract notice

Notice identifier: 2023/S 000-018714

Procurement identifier (OCID): ocds-h6vhtk-03ddf4

Published 30 June 2023, 3:23pm

Section I: Contracting authority

I.1) Name and addresses

Cardiff Metropolitan University

Llandaff campus, Western Avenue, Llandaff

Cardiff

CF5 2YB

Contact

Abigail Naci

Email

tenders@cardiffmet.ac.uk

Country

United Kingdom

NUTS code

UKL22 - Cardiff and Vale of Glamorgan

Internet address(es)

Main address

<http://www.cardiffmet.ac.uk/procurement/>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0259

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/cardiffmet/asp/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/cardiffmet/asp/Home>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://in-tendhost.co.uk/cardiffmet/asp/Home>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Custom Exhibition Stands

Reference number

ITT/23/19

II.1.2) Main CPV code

- 39154100 - Exhibition stands

II.1.3) Type of contract

Supplies

II.1.4) Short description

Cardiff Metropolitan University (“the University”) is looking to appoint a supplier to provide custom exhibition stands to support the University’s presence at large-scale Higher Education fairs and exhibitions, such as UCAS Discovery events across the UK.

II.1.5) Estimated total value

Value excluding VAT: £210,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 39154100 - Exhibition stands

II.2.3) Place of performance

NUTS codes

- UKL22 - Cardiff and Vale of Glamorgan

II.2.4) Description of the procurement

Cardiff Metropolitan University (“the University”) is looking to appoint a supplier to provide custom exhibition stands to support the University’s presence at large-scale Higher Education fairs and exhibitions, such as UCAS Discovery events across the UK.

The University attends approximately 15 exhibition events throughout the academic year and the successful Supplier will be required to provide their services to the University for each of these events.

II.2.5) Award criteria

Quality criterion - Name: Resourcing / Weighting: 10

Quality criterion - Name: Method Statement / Weighting: 10

Quality criterion - Name: Account Management / Weighting: 10

Quality criterion - Name: Fair Working Practices / Weighting: 5

Quality criterion - Name: Sustainability / Weighting: 10

Quality criterion - Name: Community Benefits / Weighting: 10

Price - Weighting: 40

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The initial contract period will be 2 years. There will be an extension option of a further 12 months subject to the performance of the Supplier.

Upon expiry of this contract, it is anticipated that it will be re-tendered and renewed.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: No

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

31 July 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English, Welsh

IV.2.7) Conditions for opening of tenders

Date

31 July 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: The contract is anticipated to be re-

tendered and renewed upon expiry.

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=132791.

(WA Ref:132791)

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom